



At-A-Glance is a visual reference to military events that are happening on Joint Base Pearl Harbor-Hickam in the next 10 days.

E-notes will be sent weekly on Wednesdays. Notices should be submitted to [jbphh.pao@navy.mil](mailto:jbphh.pao@navy.mil) by 1430 on Tuesday in the body of an e-mail. Please do not submit attachments.

E-note submissions only require the title, date, location of event, and point of contact (POC) for additional information. The POC's information should include name, rank, official government e-mail address and phone number.

## Events



<b>May 21-22</b>	Three Days of Praising Nelles Chapel	1900	Contact Chap Deborah Hughley at 449-6562
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## Volunteer



**109 AOG (HIANG):** Looking for volunteers for Memorial Day lei making event on 21 May 15, from 1600-2000 at the 154 WG Dining facility, bldg. 3417. In turn, the boy and girl scouts traditionally decorate the graves with a mini-lei around a US flag on Sunday before Memorial Day. POC: Lt Col Brian Leong at 477-7523.

## Announcement



**Military & Family Support Center:** Visit <https://www.facebook.com/greatlifeohawaii> to see additional Military and Family Support Center classes and events.

**Hickam Communities:** For information on community activities and events visit our website at: [www.hickamcommunities.com](http://www.hickamcommunities.com) or call 423-2300.

**Joint Base MWR:** For information about some of the activities offered this week, visit: <https://www.facebook.com/greatlifeohawaii>



# AT-A-GLANCE

Your Window to Military Events Happening In the Next Week!

## At-A-Glance Policy Letter

MEMORANDUM FOR JOINT BASE PEARL HARBOR-HICKAM

FROM: JBPHH/PA

SUBJECT: Base Events Usage Policy Letter

1. At-A-Glance is a visual reminder tool for providing Joint Base personnel with information on actions or activities that affect a majority of the Joint Base population within the next 10 days. At-A-Glance may be used, but should never be considered as the primary medium for transmission of critical or time-sensitive items. The Joint Base Public Affairs Office is the POC for At-A-Glance publications. At-A-Glance requests should be submitted to [jbphh.pao@navy.mil](mailto:jbphh.pao@navy.mil). At-A-Glance announcements will be limited to military sponsored led events occurring within the next ten days on Joint Base Pearl Harbor-Hickam. The PAO will be the final approving authority for At-A-Glance prior to publications.
2. At-A-Glance submissions only require the military sponsored event title, date, location of event, and point of contact (POC) for additional information. The POC's information must include name, rank, official government e-mail address and phone number. The Public Affairs office has the authority to transmit At-A-Glance to the Joint Base population. The distribution list is managed by the 747th Communications Squadron for Air Force. To add or delete recipients to the At-A-Glance distribution list, contact your unit Client Support Administrator to work with 747CS. At-A-Glance may also be viewed on the Joint Base Pearl Harbor-Hickam website at: <http://www.cnmc.navy.mil/content/dam/cnmc/cnrh/pdfs/Joint%20Base%20Pearl%20Harbor-Hickam/ata glance.pdf>
3. Organizations desiring to use this tool should realize that it will not be used for the purpose of advertising non-profit organization or club events as well as squadron or group-level events like bake sales, car washes, fund-raising activities or activities outside of Joint Base Pearl Harbor-Hickam. At-A-Glance will also not be used for non-event announcements. Criteria for use are established as not being service specific and impacting more than half of the joint base personnel with a need for near immediate distribution. At-A-Glance requests submitted more than a week in advance will not be published.
4. If there are any questions regarding this subject, contact the Joint Base Public Affairs Office at [jbphh.pao@navy.mil](mailto:jbphh.pao@navy.mil).

Grace R. Hew Len  
Director, JBPHH Public Affairs